

# **Information Road Privacy Policy.**

## **I. Introduction.**

Information Road is fully committed to protecting your privacy and your personal data. We follow lawful guidelines as we have a legal duty to protect the personal data we process, whether from our website users, service providers, suppliers, employees and customers, or we comply with and enforce compliance with the terms of the EU General Data Protection Regulation of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).

It also complies with Danish law §§ 6 and 12 (Act no. 502 of May 23, 2018, on supplementary provisions to Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data) or the report on the General Data Protection Regulation chapters 2.3, 3.5 and 3.6 (Report no. 1565/2017).

## **II. General Principles of our Private Policy.**

In collaboration with us, whether you access our website, you provide us with your personal data or interact with us to collect it, this means that you are accepting our Privacy Policy, which is based on the principles described below:

1. Only authorized persons use authorized data for authorized purposes.
2. We understand that the security of your data is a priority that we periodically review in line with technological innovation.
3. We know that personal data is not ours, but from our stakeholders.
4. After the service agreement is completed, your personal data will be kept confidential for a period of 30 calendar days. Once this period is ceased, your personal data will be deleted.
5. The Participant form data will be kept confidential for a period of 30 calendar days. Once this period is ceased, your personal data will be deleted.

## **III. Definition of our Private Policy.**

### **1. What is Personal Data and its processing?**

The definition of personal data and processing according to the EU General Data Protection Regulation of April 27, 2016, article 4:

(1) 'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

(2) 'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

#### **IV. How does Information Road collect your personal data?**

As part of our work activity, we collect and process your personal data by various means, including by telephone, messenger apps, automated means (website, participant form) and when you contact us in person.

#### **V. What personal data does Information Road collect?**

The categories of data we collect, for the purpose of being able to provide our services to our customers, depend on the purpose pursued, and are the following:

1. Identification data (e.g. name, civil identification number, date of birth, nationality)
2. Contact details (e.g. telephone contact, e-mail, address)
3. Academic and professional data (e.g. school, academic background)
4. Invoicing data (e.g. VAT number)